

ADAPTATION SUB-COMMITTEE OF THE COMMITTEE ON CLIMATE CHANGE

The Department for Environment, Food & Rural Affairs and the Devolved Administrations are seeking to appoint a new independent member to the Adaptation Sub-Committee of the Committee on Climate Change

Information pack for applicants

Closing Date: Extended to noon 19 September 2018.

Ref: APPT10-18



Department
for Environment
Food & Rural Affairs



Information packs are available in other formats such as larger font and Braille.

If you need an information pack in a different format please contact us at the email address below.

Email: publicappts@defra.gsi.gov.uk

Diversity

To ensure our public bodies better represent the communities we serve, we positively welcome applicants from all walks of life. All public appointments are made on merit following a fair and open competition.

Equal opportunities

UK government has a policy of equality of opportunity. We aim to promote equal opportunity policies whereby no one suffers unfair discrimination either directly or indirectly, or harassment, on grounds such as race, colour, ethnic or national origin, sex, gender identity, marital status, disability, sexual orientation, religious beliefs or age.

Disability

Defra will be operating an interview access scheme for disabled people (as defined by the Equalities Act 2010) who meet the minimum criteria for this appointment as published in these notes. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each criterion, as well as meeting any of the qualifications, skills or experience defined as essential. The Cabinet Office is committed to the employment and career development of disabled people (the minimum criteria means the essential criteria as set out in the advertisement for the post). To show this we use the Disability Symbol awarded by Jobcentreplus.

If you wish to apply for consideration under this scheme, please notify the Department when you return your application. In addition, if you require any special arrangements at interview stage, please give details in a covering letter to enable us to make the appropriate arrangements if necessary. Furthermore, adjustments will be made in the event of a successful application.

Adaptation Sub-Committee

Introduction

The UK Government and the Devolved Administrations (the Government) are seeking a competent and driven individual to serve on the Adaptation Sub-Committee (ASC) to the Committee on Climate Change.

The Adaptation Sub-Committee (ASC) is a sub-committee of the Committee on Climate Change, which is jointly sponsored by the Department for Environment, Food and Rural Affairs (Defra), the Northern Ireland Executive, the Scottish Government and the Welsh Government.

The Adaptation Sub-Committee advises the UK Government on the climate risks and opportunities faced by the UK, and reports to Parliament with its assessment of the progress being made with the implementation actions to address climate risks contained in the National Adaptation Programme. It can also provide scrutiny of the adaptation programmes of the devolved administrations when requested. The ASC is currently made up of six experts from a range of sectors and disciplines.

What is the Committee on Climate Change

The Committee on Climate Change (the CCC) is an independent, statutory body established under the Climate Change Act 2008. The CCC's purpose is to advise the UK Government and Devolved Administrations on emissions targets and report to Parliament on progress made in reducing greenhouse gas emissions and preparing for climate change. The CCC is made up of two separate committees; one on mitigation and one on adaptation (the Adaptation Sub-Committee or ASC).

The Committee on Climate Change is a high-profile non-departmental public body jointly sponsored by the Department for Business, Energy & Industrial Strategy, the Department for Environment, Food and Rural Affairs, the Northern Ireland Executive, the Scottish Government and the Welsh Government, which was vested on 1 December 2008 following Royal Assent for the Climate Change Act 2008. It is the first body of its kind, bringing together a range of world-class experts from the fields of climate science and policy, economics, business competitiveness and financial management.

In fulfilling its role the CCC's focus is to:

- Provide independent advice to the UK Government on setting and meeting carbon budgets and preparing for climate change;
- Monitor progress in reducing emissions and achieving carbon budgets and with the implementation of adaptation policies;
- Conduct independent analysis into climate change science, economics and policy; and
- Engage with a wide range of organisations and individuals to share evidence and analysis.

What is the Adaptation Sub-Committee

The Adaptation Sub-Committee of the Committee on Climate Change has two statutory roles. The first is to advise the UK Government and Devolved Administrations on their assessment of the risks and opportunities from climate change. The second is to report to the UK Parliament on progress in adaptation through evaluating actions to increase resilience to climate risks set out in the Government's National Adaptation Programme. This covers UK-wide issues for reserved matters and England-only issues for (the majority of) matters that are devolved. The Devolved Administrations are able to make specific requests to the Committee for evaluation of their national adaptation programmes under the provisions of the Climate Change Act and other relevant legislation, such as the Climate Change Act (Scotland) 2009.

The ASC is jointly sponsored by the Department for Environment, Food & Rural Affairs, the Northern Ireland Executive, the Scottish Government and the Welsh Government.

On 30 June 2015, the CCC published its first statutory report to Parliament, covering both sections 36 and 59 of the Climate Change Act, on progress towards meeting carbon budgets and progress on adaptation to climate change. It includes the ASC's first ever statutory assessment of climate actions set out in the National Adaptation Programme. The ASC then published an independent Evidence Report for the second UK Climate Change Risk Assessment (CCRA), its first statutory report on the progress of the Scottish Climate Change Adaptation Programme (September 2016) and the second statutory report on the progress of the National Adaptation Programme (summer 2017).

The Adaptation Sub-Committee is supported by its own secretariat of 6 full-time staff. It needs to maintain close working relationships with all relevant government departments and the Devolved Administrations so that it can gain access to important data and evidence that will support its advice to the Committee on Climate Change and maintain awareness of policy developments and requirements.

Further information

For further information about the work of the Adaptation Sub-Committee, you may want to visit the following web pages:

<http://www.theccc.org.uk/tackling-climate-change/preparing-for-climate-change/>

<https://www.theccc.org.uk/tackling-climate-change/preparing-for-climate-change/climate-change-risk-assessment-2017/>

<https://www.theccc.org.uk/publication/2017-report-to-parliament-progress-in-preparing-for-climate-change/>

The Role

Description

Are you passionate about ensuring the UK is ready to deal with the impacts of climate change? Do you want to be part of the leading independent body that provides advice to the UK administrations on preparing for climate change?

The ASC is chaired by Professor Dame Julia King (The Baroness Brown of Cambridge). As a Sub-Committee member you will be responsible for developing the work of the Adaptation Sub-Committee, determining its strategic direction and providing impartial input into the Sub-Committee's work.

The Committee is mandated by the Climate Change Act 2008 to provide advice on the robustness of the Government's approach to adaptation. It has done this through independent advice on the UK Climate Change Risk Assessment and in the provision of specific advice, analysis, information or other assistance on request by the national authorities.

The Act also gives the Committee a statutory role to assess and scrutinise progress implementing actions set out in the National Adaptation Programme (first assessment published in June 2015, second in June 2018).

The Adaptation Sub-Committee is also currently designated under the Climate Change (Scotland) Act 2009 to perform an independent assessment of the Scottish Climate Change Adaptation Programme (published in September 2016).

The ASC is comprised of six members (including the Chair); the ASC Chair also sits on the Committee on Climate Change (CCC). The Sub-Committee is supported by a Secretariat of 6 full-time staff. Information on current Committee members can be found on the ASC's website.

The Sub-Committee members have collective responsibility for:

- Attending 11 committee meetings a year and determining decision making procedures for the Sub-Committee. Members are also required to sit on certain Committees such as the CCC Audit Committee and other ad-hoc working groups, for example on land use.
- Ensuring close collaboration with, and providing support to, the ASC Secretariat in delivering the work programme;
- Ensuring that the Sub-Committee discharges its statutory duties within the framework specified by the Climate Change Act 2008 and the Climate Change (Scotland) Act 2009;
- Providing an impartial, strategic and objective input to discussions;

- Providing input and advice into reports to Ministers, Parliament and the respective devolved bodies;
- Assisting the Chair in their representative role, including representing the Devolved Administrations; and
- Ensuring close working relationships with the regions and Devolved Administrations, private and voluntary sectors, key academics and professional and other bodies.

Sub-Committee members must abide by the Seven principles of public service (see Annex A).

Essential Criteria

Candidates should be able to demonstrate the following essential criteria:

- An ability to deliver results, as part of a multi-disciplinary team and contribute to the ASC's strategic work, such as the development of its goals, priorities and management of outcomes;
- Strong analytical skills with the capacity to examine issues and provide advice (or manage the provision of advice) at a strategic level in ways which are impartial, creative, objective and focused on finding solutions which drive forward the adaptation agenda;
- A collaborative style, with the ability to communicate and build relationships at all levels, including Ministers in the UK and Devolved Administrations, fellow Committee members, the ASC secretariat and stakeholders in all sectors; and
- Good knowledge and understanding of the range of the Sub-Committee's work including the varying risks and priorities across the United Kingdom and the Devolved Administrations.
- Civil engineering, with a focus on some or all of flooding, water supply, coastal engineering and/or large system modelling, in the context of a changing climate.

Terms of appointment

The draft terms and conditions for this appointment can be supplied on request. Key points to be aware of are set out below.

Period of appointment

We expect the appointment to start on 31 January 2019. The appointment will be for three years. A further appointment of up to three years may be made subject to satisfactory performance assessment and will be at the discretion of ministers.

Remuneration and Allowances

ASC Board Members will be paid up to £19,800 for up to 36 days of work per year (including time preparing for meetings and travelling time). Reasonable travel and dependent care expenses are also paid. The roles are non-pensionable.

The Adaptation Sub-Committee's office is in London.

Annual Appraisal

All Sub-Committee members are subject to an annual appraisal carried out by the ASC Chair.

Conflicts of Interest

You must inform the Department if you have any conflict of interest that might affect your ability to undertake this role. You should disclose information on any relevant business interest, public appointment or position of authority, including other connections with commercial, public or voluntary bodies.

Applying for the role

How to apply

To apply, please email the following to publicappts@defra.gsi.gov.uk by the deadline of midday **19 September**

- a CV of no more than two sides of A4
- a supporting statement of not more than two sides of A4, setting out how you meet the essential criteria – make sure you refer to the contents of this document
- Monitoring form 1 (Political Activity, Conduct and Conflict of Interest Questionnaire)
- Monitoring form 2 (Diversity Monitoring Questionnaire)
- Contact details (including email address) for two referees.

If you would like an informal discussion about this role please contact Tash.Hunston@defra.gsi.gov.uk. A guide for applicants is also available to accompany this information pack.

Selection Process

The Advisory Assessment Panel

The Panel will comprise:

- a. Professor Julia King, The Baroness Brown of Cambridge, Chair of the Adaptation Sub-Committee;
- b. Dr Fiona Harrison, Deputy Director, Wildlife, International, Climate and Forestry;
- c. Prys Davies, Head of decarbonisation and energy division, Welsh Government
- d. Shaun Spires Executive Director of the Green Alliance think-tank– Independent Panel Member

Short listing

The candidates who best demonstrate that they meet all of the essential criteria will be invited to interview. It is therefore essential for your statement of suitability to give full but concise information about how you meet the criteria for the post. Shortlisting is expected to take place the week commencing 8th October.

Interviews & The Panel

Interviews will take place on 14 November in London. The Panel will be the same as the shortlisting panel described above.

The interview will last about 45 minutes including a 5 minute presentation (details to follow for those invited for an interview) and candidates will be asked questions to assess whether

they can demonstrate that they meet the essential criteria. All interviewees will be advised in writing of the outcome of the interview.

Candidates will be able to claim reasonable expenses incurred travelling to and from the interview (please note you may be asked to justify travelling costs if the Department considers the claims unnecessarily excessive). Please let Defra know beforehand (tash.hunston@defra.gsi.gov.uk) if you are likely to claim and provide details of costs, if known.

For queries about your application or the recruitment process, please email the Public Appointment Team publicappts@defra.gsi.gov.uk.

How we will handle your application

Defra will acknowledge receipt of CVs and your statement. Candidates will be contacted again after the closing date and once the panel have considered all the applications.

Defra is committed to protecting the privacy and security of your personal information and does so in accordance with data protection law including the General Data Protection Regulation (GDPR). All the information you provide will be used to proceed with the public appointment listed in this information pack and in the case of monitoring information may be anonymised and used solely for monitoring purposes. The way we collect and use personal information about you is described in a privacy notice. This notice is available from the Public Appointments Team at publicappts@defra.gsi.gov.uk.

The Commissioner for Public Appointments

This appointment is made following the approach and principles of the Government's Governance Code for Public Appointment but is not formally a public appointment. The Commissioner for Public Appointments regulates and monitors ministerial appointments to public bodies to ensure that they are made on merit after fair and open competition. More information about the role of the Commissioner and the Code of Practice is available at <http://publicappointmentscommissioner.independent.gov.uk/> .

For full details of the complaints process for public appointments please click on the following link: <http://publicappointmentscommissioner.independent.gov.uk/what-we-do/complaints-and-investigations/> .

Conflicts of Interest and Due Diligence

If you have any interests that might be relevant to the work of the Adaptation Sub Committee, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further contact: Tash.Hunston@defra.gsi.gov.uk

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The Panel may explore issues with you before they make a recommendation on the appointment.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publically available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and Cabinet Office.

The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.